



COLORADO

Department of
Transportation

Transit and Rail Advisory Committee State Management Plan Update

January 11, 2019



State Management Plan Overview

- State Management Plan (SMP) - Document that describes the State's policies and procedures in administering Federal (5311, 5310, & 5339) and State Funds.
- All states are required to have an approved SMP on file with the FTA's regional office.
- Additions/Amendments to the SMP must be submitted to the FTA.



State Management Plan Overview

- SMP is intended to facilitate both state management and FTA oversight by documenting the state's procedures and policies for administering the program.
- The SMP should be a document that is useful to the state, subrecipients, as well as the FTA.
- At a minimum, the SMP must include the state's objectives, policies, procedures, and administrative requirements, in a format readily accessible to potential subrecipients, state staff, FTA, and the public.



SMP – Approach

- Requires Three Audiences:
 - FTA, Staff, and Award Recipients
- Document Procedures:
 - Flowcharts, Flowcharts, Flowcharts: 30
- Document Policies:
 - Conscious Language that references flows
- Chapter to Follow Division Organization:
 - SMP to follow Statewide Planning Cycle
 - Each Unit to write corresponding chapter.



SMP – Process

- Start with 2 CFR 200 - *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*
- Add in FTA Comprehensive Review Guide (All 20 Sections)
- Add in State Requirements (Planning, Funding)
- Resulted in an outline:



SMP – Process

- Stakeholder Engagement:
 - Internal Small Group Meetings (Weekly)
 - Build flowcharts
 - Internal Stakeholder Meeting (Monthly)
 - Gather feedback
 - External Stakeholder Meetings (Monthly)
 - 18 individuals from Transit Agencies
 - CASTA Conferences (Spring and Fall)
 - Flowchart Comment/Questions

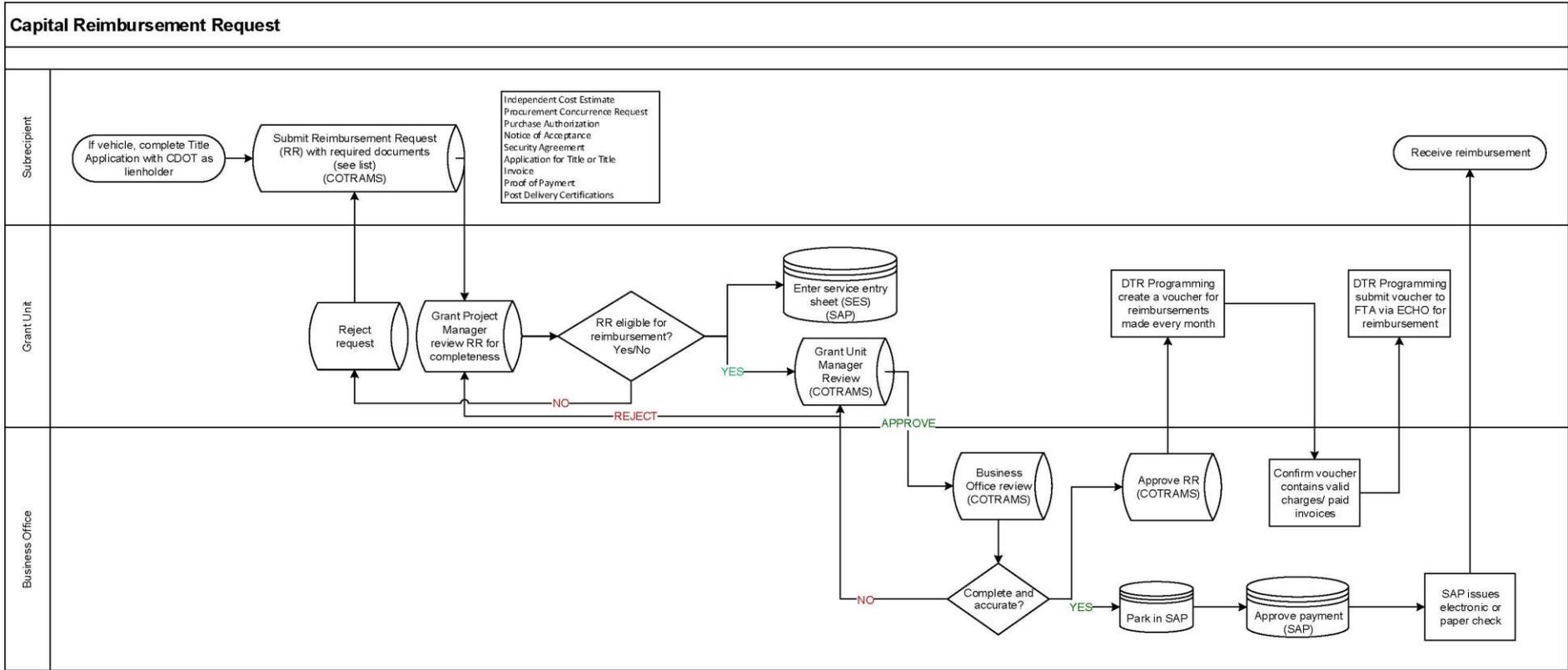


SMP – Outline

- Chapter 1 - Overview
- Chapter 2 - Planning Process and Funding
 - Written by Planning Unit
- Chapter 3 - Award Management
 - Written by Programming Unit
- Chapter 4 - Project Management
 - Written by Project Coordination Unit
- Chapter 5 - Civil Rights
 - Written by CRBRC
- Chapter 6 - Program Management
 - Written by Project Coordination Unit
- Appendices - FTA Funding, State Funding, COTRAMS



SMP – Flowchart Example





SMP - Next Steps

- Draft Final - Mid January 2019
 - Out for comment late January
- Submit SMP to FTA - Mid February 2019
- Expect FTA approval June 2019
- Published Approve SMP to website - July 2019